

Farm Service Agency Subsidiary Application/Eligibility Website:

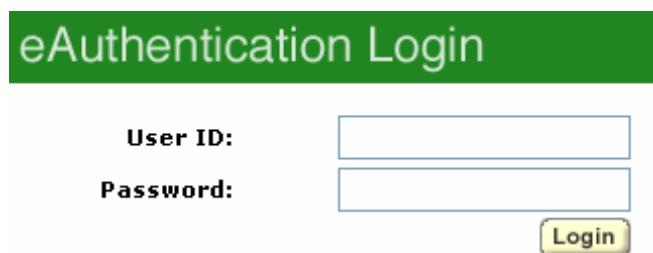
Introduction: The Farm Service Agency (FSA) has created a new website that allows NRCS employees to view (not modify or update) information related to HEL/WC and AGI eligibility determinations. Per the MOU between FSA and NRCS, field office staff may view this information in order to assure that Farm Bill program applicants have submitted the required information and that the individual or entity is eligible to receive program benefits for the current application. Depending upon the program application and how the farm operation is constituted, the applicant may have to submit a revised application, update some FSA farm records or submit a new form for action. As part of the application and eligibility process, it is the responsibility of NRCS field office staff to assist producers with making correct decisions and submitting the correct information to verify program eligibility. This guidance is provided to assist NRCS field staff with this decision and eligibility determination process. This process only addresses one part of the program eligibility process. Be sure to consult the program manual and agency policy for other eligibility requirements.

The website URL to access the FSA database is:

<https://indianocean.sc.egov.usda.gov/Subsidiary/>

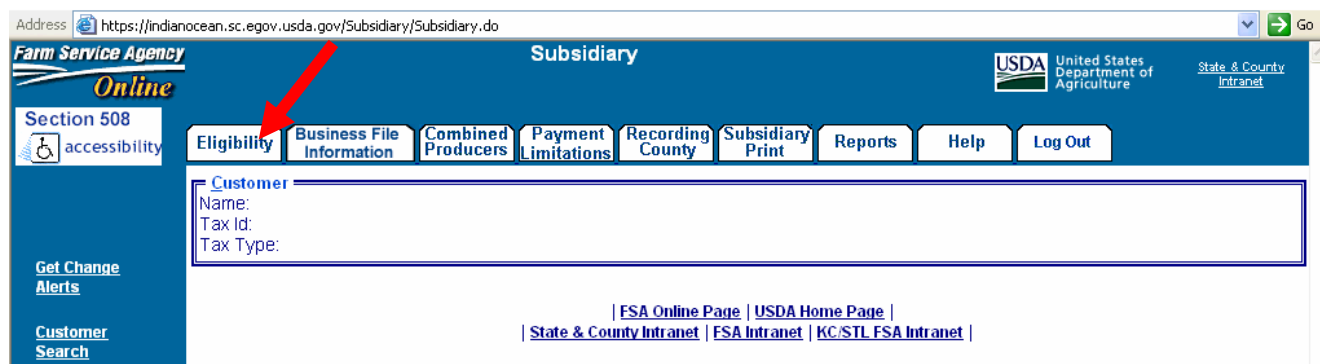
The basic process to access and view subsidiary information follows:

1. Login into the website using your USDA eAuthentication User ID and password:



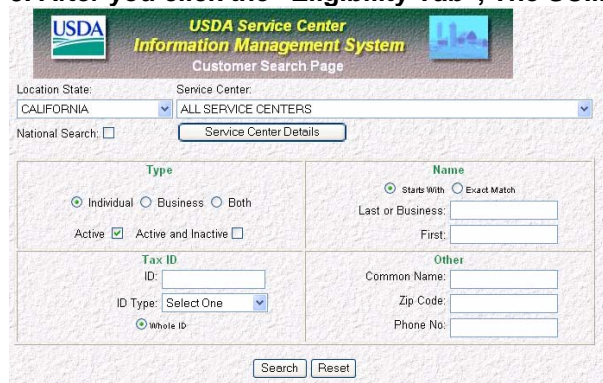
The image shows a green rectangular box with the text "eAuthentication Login" in white. Below this box is a login form with two input fields. The first field is labeled "User ID:" and the second field is labeled "Password:". Below the password field is a yellow button with the text "Login".

2. The following website will open. Click on the Eligibility Tab:



The image is a screenshot of the "Farm Service Agency Online Subsidiary" website. The address bar shows "https://indianocean.sc.egov.usda.gov/Subsidiary/Subsidiary.do". The website has a blue header with the "Farm Service Agency Online" logo and the "Subsidiary" title. On the right side of the header are the USDA logo and "United States Department of Agriculture" text. Below the header is a navigation bar with several tabs: "Eligibility", "Business File Information", "Combined Producers", "Payment Limitations", "Recording County", "Subsidiary Print", "Reports", "Help", and "Log Out". A red arrow points to the "Eligibility" tab. Below the navigation bar is a "Customer" section with fields for "Name:", "Tax Id:", and "Tax Type:". On the left side of the page, there is a sidebar with links for "Section 508 accessibility", "Get Change Alerts", and "Customer Search". At the bottom of the page, there are several links: "FSA Online Page", "USDA Home Page", "State & County Intranet", "FSA Intranet", and "KC/STL FSA Intranet".

3. After you click the "Eligibility Tab", The SCIMS search engine will begin.



The image is a screenshot of the "USDA Service Center Information Management System Customer Search Page". The page has a header with the USDA logo and the title "USDA Service Center Information Management System Customer Search Page". Below the header are two dropdown menus: "Location State:" with "CALIFORNIA" selected and "Service Center:" with "ALL SERVICE CENTERS" selected. There is a "National Search:" checkbox and a "Service Center Details" button. The main search area is divided into four sections: "Type" with radio buttons for "Individual", "Business", and "Both", and a checked "Active" checkbox; "Name" with radio buttons for "Starts With" and "Exact Match", and input fields for "Last or Business:", "First:", and "Other"; "Tax ID" with an "ID:" input field and a dropdown for "ID Type:" set to "Select One"; and "Other" with input fields for "Common Name:", "Zip Code:", and "Phone No:". At the bottom of the search area are "Search" and "Reset" buttons.

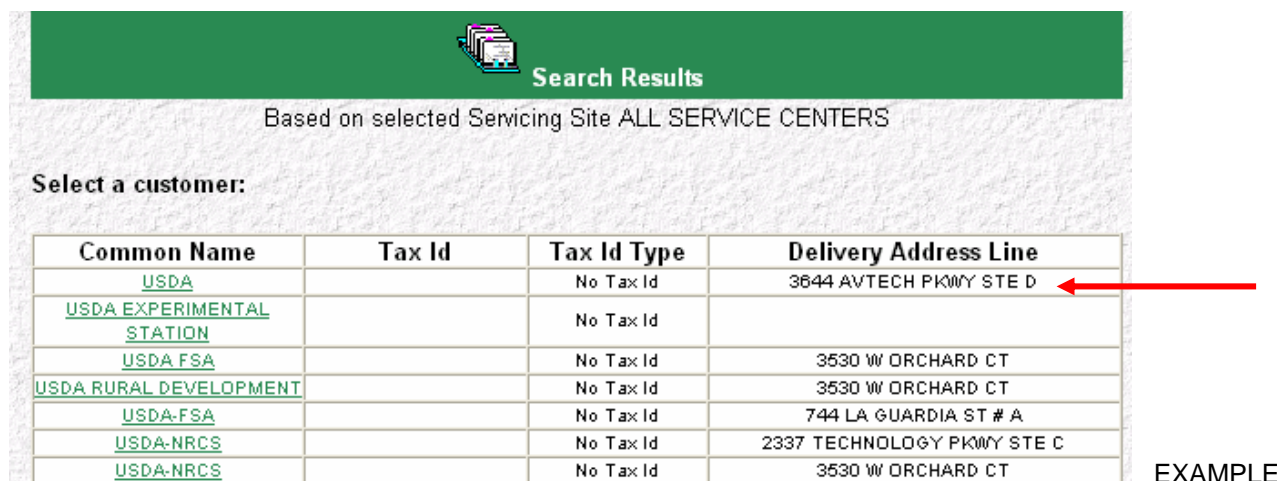
EXAMPLE

Search Instructions: The search in SCIMS is very important to make sure the right person(s), entity or partnership is located based upon the current program application. If the program application is for a project that is just associated with an individual, then just that person needs to be located in SCIMS. If the program application is for a project that is associated with one or more persons, it is likely that some kind of business partnership or entity will need to be located. The most critical question which will help NRCS staff search for the correct person/entity is to ask the producer how the business will want their program payments to be reported to the Internal Revenue Service. This question is usually enough for the applicant to know which person(s) or entity needs to be associated with the current application, which properties they have legal control over and what kinds of eligibility determinations must be completed. For many producers, this information has already been recorded by FSA and a check of the website will indicate that the required determination's for eligibility is also completed.

4. Click the “Search” button for the person or business entity that you need to find.

Additional SCIMS database search considerations. Be sure to check the “National Search” box. This way, SCIMS will know to search for individuals and entities that may have their farm records maintained in another state. It is usually a good idea to check the “Both” type box to capture names that may be associated with an entity. The “Service Center” and “State” options really don’t matter when conducting a national search. SCIMS will usually respond with a fairly length list that you and the applicant can review for selection of the most appropriate persons or entities.

5. Select the person or business entity that is applying for program benefits:



Search Results

Based on selected Servicing Site ALL SERVICE CENTERS

Select a customer:

Common Name	Tax Id	Tax Id Type	Delivery Address Line
USDA		No Tax Id	3644 AVTECH PKWY STE D
USDA EXPERIMENTAL STATION		No Tax Id	
USDA FSA		No Tax Id	3530 W ORCHARD CT
USDA RURAL DEVELOPMENT		No Tax Id	3530 W ORCHARD CT
USDA-FSA		No Tax Id	744 LA GUARDIA ST # A
USDA-NRCS		No Tax Id	2337 TECHNOLOGY PKWY STE C
USDA-NRCS		No Tax Id	3530 W ORCHARD CT

EXAMPLE

6. The FSA Subsidiary Eligibility website database for the person or entity will open. The only “tab” that is currently available for viewing is the “Eligibility” tab. Other information is currently unavailable. This website database provides some of the basic information about individuals and entities that already have submitted information to the Farm Service Agency for program eligibility. If information is missing or not up to date, the producer will have make an appointment with their local FSA office to revise

Farm Service Agency

Online

Section 508

accessibility

Get Change Alerts

Customer Search

Privacy and Security Notice

Farm Service Agency - EFOIA

Document Accessibility

Subsidiary Eligibility

USDA United States Department of Agriculture

State & County Intranet

Eligibility

Business File Information

Combined Producers

Payment Limitations

Recording County

Subsidiary Print

Reports

Help

Log Out

Customer

Name: USDA

Tax Id:

Tax Type: N

Recording County: Shasta - California

Year: 2005

Go

Actively Engaged

AD-1026

Adjusted Gross Income

Cash Rent Tenant

Conservation Compliance

Controlled Substance

Delinquent Debt

Federal Crop Insurance

Federal Crop Insurance Corporation Fraud

Gross Revenue for NAP

NAP Non Compliance

Permitted Entity

Person Eligibility

Top

Bottom

Person Eligibility

COC Determination

☐ COC Determination Completed

☒ Not Filled

☐ Awaiting Determination

☐ Awaiting Revision

Date Documentation Filed by Producer

COC Determination Date

Actively Engaged

AD-1026

Adjusted Gross Income

Cash Rent Tenant

Conservation Compliance

Controlled Substance

Delinquent Debt

Federal Crop Insurance

Federal Crop Insurance Corporation Fraud

Gross Revenue for NAP

NAP Non Compliance

Permitted Entity

Person Eligibility

Top

Bottom

The web site has a number of certifications, determinations and other information available. However, for purposes of NRCS staff making a determination of eligibility, we are currently only interested in the following categories or eligibility information:

Website Eligibility Topic	NRCS staff program eligibility data to be verified and follow up instructions:	
	Applicant(s) is an individual and not associated with an entity or partners	Applicant is an entity (LLC, LP, LLP, Trust, Corporation, Tribe, etc.)
1. SCIMS Customer: Customer name, tax ID & type, recording (FSA record county) <u>Verify:</u> Local NRCS staff should compare the name(s) of the applicants on the program application with the data listed here. The producer identification information on the application must match what is recorded in the FSA subsidiary file.	<u>Action:</u> If any of the names of the individuals do not match up with all the names on the program application, a revision is likely to be needed. Either change the names on the application to match what is in the FSA record file, or request the producer to update their farm records with FSA. Do not have the individual applicant complete a new CCC-501A form. It is not needed for individual producers. Do not process the application unless the correct individuals have been identified & recorded.	<u>Action:</u> If the entity name and associated individuals (partners) do not match with the program application, a revision is needed. Either change the names on the application to match what is in the FSA record file, or request the producer to update their farm records with FSA. If this information needs to be updated or cannot be found, have the client complete a new CCC-501A form and NRCS is to submit to FSA for processing. Do not process the application unless the correct individuals have been identified & recorded.
2. AD-1026: <u>Verify:</u> Local NRCS staff should make sure the applicant(s) has a current certified AD-1026 on file for the property associated with the program application.	<u>Action:</u> If the AD-1206 is listed as "certified", no further action is needed. If the AD-1026 is not filed or awaiting action, then the program application should not be processed. If the AD-1026 is not certified, have the producer directly contact their FSA office to complete the certification process.	<u>Action:</u> If the AD-1206 is listed as "certified", no further action is needed. If the AD-1026 is not filed or awaiting action, then the program application should not be processed. If the AD-1026 is not certified, have the producer directly contact their FSA office to complete the certification process.
3. Adjusted Gross Income: <u>Verify:</u> Local NRCS staff should make sure the applicant(s) compliant with AGI provisions of the Farm Bill.	<u>Action:</u> If the applicant is listed as "compliant" with AGI, no further action is needed. If the applicant is not compliant, determination is pending or form CCC-526 is not filed, do not process the application. Provide a copy of the CCC-526 form to the client and ask them to schedule an appointment with FSA to complete the determination process.	<u>Action:</u> If the entity and associated individuals are listed as "compliant" with AGI, no further action is needed. If the applicant is not compliant, determination is pending or form CCC-526 is not filed, do not process the application. Provide a copy of the CCC-526 form to the client and ask them to schedule an appointment with FSA to complete the determination process.